The core mission of the Commissioner’s Task Force on Holocaust Education is to promote Holocaust education in the State of Florida. On a continual basis, the Task Force shall survey the status of Holocaust Education; design, encourage and promote the implementation of Holocaust education and awareness; provide programs in all Florida school districts; and coordinate designated events that will provide appropriate memorialization of the Holocaust on a regular basis throughout the state.

As this funding is provided to support the mission of the Task Force. “Funded in part by FDOE Commissioner’s Task Force on Holocaust Education” must be included on all flyers, agendas, programs, handouts, posters, advertisements, etc. that are associated with funded projects.

Eligible applicants are universities/colleges schools/school districts, designated sites, and other community organizations whose proposed activities are aligned with the mission. An independent committee will review and rank the applications received. As Tallahassee Community College (TCC) is serving as the Task Force’s fiscal agent, funded applicants will be provided information on establishing a supplier profile in TCC’s system and requesting funds.

Please contact Mallory McGovern at mcgovern@tcc.fl.edu if you require an alternate format.

All applications will be considered until funds are depleted. The fiscal agent (TCC) will review applications quarterly.

Proposal Information

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<th>Project Name:</th>
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<tr>
<td>Project Date:</td>
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<td>Funds Requested:</td>
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<td>Applicant Name:</td>
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<td>Mailing Address:</td>
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<td>Organization Director/Project Manager:</td>
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<td>Contact Phone Number:</td>
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<td>Contact Email:</td>
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<td>Governance (University/College, School/District, Designated Site, Other (please explain)):</td>
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<td>Organization website URL:</td>
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PROJECT NARRATIVE (Maximum 3 pages for the 3 elements of the narrative) Please attach responses to the three elements of the project narrative, described below, to the application. The narrative can be no longer than three pages in length.

Project Development:
- Describe project goals and activities and how they relate to the mission of FHETF.
- How does the project ensure that resources are available to students, educators, and the general public regarding the Holocaust?
- Does the project emphasize the responsibility for preparation for teaching the Holocaust?

Attach maximum 1-page Response

Project Staff:
- List all staff and consultants who will work on the project.
- What are the qualifications of those individuals?
- Who will be working on the project to present Holocaust Education?
- What experience does your consultant** have in working with Holocaust education?

Consultant – one who consults another, who gives professional or technical advice.
Guest Speaker – person invited to a gathering to give a speech.
Presenter – person who brings something before the public.
Facilitator – someone or something that facilitates something; helps to bring about an outcome (such as learning, productivity, or communication) by providing indirect or unobtrusive assistance, guidance, or supervision.

Attach maximum 1-page Response

Potential Impact and Feasibility:
- What audience will this project reach?
- What are the goals and desired outcomes of the project?
- How many individuals will this project reach?
- What is the urgency and need for this project?
- Is the size and scope of the proposal appropriate for this project?
- Will this project reach educators in rural/smaller urban school districts? How do you plan to measure the outcome of the project?

Attach maximum 1-page Response
PROJECT EVALUATION:
• Describe how you will evaluate the effectiveness of your project?
• If applicable, include the types of data tracking tools you will use to collect statistical information (quantitative)?
• Explain how you will make determinations about participants’ understanding of the project and its goals (qualitative)?

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<tr>
<th>Project Component</th>
<th>Evaluation Method</th>
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PROJECT TIMELINE
• Create a timeline with specific calendar dates when project tasks will be accomplished.

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<th>Date(s)</th>
<th>Activities</th>
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Create additional rows if necessary
PROJECT BUDGET:

- Provide a detailed explanation of how all funds will be used to carry out the project.
- Break down your project costs based on which funds would come from the
- Additional pages, information, and documentation may be attached to the application.

*Include actual quotes that indicate:*

  - vendor
  - quantity
  - cost per item
  - total cost and shipping and handling

*Sales tax will not be reimbursed for a 501c3 organization.*

In order to pay consultants and/or speakers there must be a rationale attached for each person, indicating what they contribute to the project.

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<tr>
<th>EXPENDITURES</th>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
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**APPLICANT CERTIFICATION** We certify that all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application and that there are no misstatements or misrepresentations in the information submitted herein or as a supplement:

Organization Director or Authorized Representative:

Signature: _____________________________   Date: ______________________
Name: _____________________________   Title: ______________________

Project Manager:

Signature: _____________________________   Date: ______________________
Name: _____________________________   Title: ______________________
APPLICATION CHECKLIST AND DELIVERY  The following must be complete and received by the FHETF. All materials must be included in a single packet. Incomplete applications are subject to automatic denial. For any questions please contact Mallory McGovern at mcgoverm@tcc.fl.edu.

   Checklist:

 ✓ Signed application
 ✓ Project narrative (development, staff)
 ✓ Project budget
 ✓ Rationale for speakers/consultants if applicable
 ✓ Project evaluation
 ✓ Project timeline

All projects must meet the mission of FLDOE Commissioner’s Task Force on Holocaust Education

*Funded in part by FLDOE Commissioner’s Task Force on Holocaust Education* must be included on all flyers, agendas, programs, handouts, posters, advertisements, etc. that are associated with this project.

*Instructions for submitting application:*

1. Complete the application. Save it to the desktop. Send as an attachment to grants@tcc.fl.edu

   Or

2. Complete the application. Print. Scan. Send as an attachment to grants@tcc.fl.edu